



DEPARTMENT: Field Operations

POSITION: Field Ops Tech-Street Dept.

TYPE: Non-Exempt

SALARY: Trainee \$31,543, Tech I \$32,745, Tech II \$34,749 DOQ

BENEFITS: Full

CLOSING DATE: Open until filled.



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Department of Field Operations is comprised of nine teams and 50+ full-time employees. These teams include: Events, Fleet, Marina, Parking, Parks, Sanitation, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile:

This position provides operational support to the Department of Field Operations by performing manual, semi-skilled and skilled work and operating heavy trucks and equipment. Duties include general landscaping work such as mowing, trimming, weeding, mulching and planting. Maintaining roadside ditches, drainage areas, shoulders and park grounds by removing weeds and applying herbicides. Although allocated to Parks, this position requires cross-training in other divisions (Streets, Traffic and Sanitation) to support the activities of the Department

Preferred Education: High School Diploma or GED required

Preferred Experience: Trainee: No related experience required.
Level I: Six months of related experience.
Level II: Three years of related experience.

Requirements: Trainee: Valid Driver's License
Level I: All Trainee requirements, CDL Learner's Permit and DOT Medical Card, Flagger Certification.
Level II: All Level 1 requirements, CDL Class B with airbrake endorsement

How to Apply: Submit City application, cover letter, driving record and resume to the following address or apply online at www.salisbury.md/apply
City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 jobs@salisbury.md; 410-548-1065; fax: 10-548-3748

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD
Classification Description

Classification Title: Field Ops Tech Trainee

Department: Field Operations-Parks, Sanitation, Streets and Traffic

Grade: 4

FLSA Status: NE

Date: 7/1/2021

General Statement of Job

Under the general supervision of the assigned supervisor, this entry-level position provides operational support to the Department of Field Operations. Although allocated to a specific division (Parks, Sanitation, Streets or Traffic), this position requires cross-training in other divisions to support the activities of the Department.

Specific Duties and Responsibilities

Essential Functions:

1. Performs various standard tasks using manual and powered equipment including, but not limited to: drills, power saws, shovels, rakes, mowers, string trimmers, wheel barrows, tampers, compressors, chippers, jackhammers, and tractors.
2. Drives a variety of light to medium duty vehicles and receives training in the operation and care of vehicles and equipment.
3. Assists with the repair pavement and cleaning of storm sewers and inlets.
4. Performs general landscaping work including mowing, trimming, weeding, mulching, and planting.
5. Removes trash from parks, right of ways, and other public spaces.
6. Performs brush pickup, residential refuse pickup, and transports to landfill sites.
7. Identifies and sorts curb side recycling.
8. Assists with installation of street signs and the striping of streets and parking lots.
9. Keeps and maintains all records and documentation of work performed.
10. Assists with work zone traffic control.
11. Assist with special events, including set up and tear down of equipment, traffic control, site clean-up.
12. Respond to after-hours calls on nights, weekends and holidays.
13. Performs other duties as assigned.

Required Education and Experience

1. High School diploma or GED

Required Knowledge, Skills and Abilities

1. Knowledge of City of Salisbury's policies and procedures.
2. Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals.
3. Safely operate vehicles, tools and equipment.
4. Accurately follow written and oral instructions.
5. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
6. Ability to add, subtract, multiply and divide.
7. Ability to utilize a variety of manual and power equipment.
8. Ability to work independently and complete daily activities according to work schedules.
9. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions.
10. Act as a representative of City of Salisbury to the public.
11. Effectively and efficiently report and communicate information.
12. Effectively and efficiently prepare, organize and track information.
13. Ability to work with team members in a manner conducive to full performance and high morale.

Certificates, Licenses, Registrations:

1. Valid Driver's License

Physical Requirements:

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury, MD
Classification Description

Classification Title: Field Ops Tech I

Department: Field Operations-Parks, Sanitation, Streets and Traffic

Grade: 5

FLSA Status: NE

Date: 7/01/2021

General Statement of Job

Under the general supervision of the assigned supervisor, this entry-level position provides operational support to the Department of Field Operations by performing manual, semi-skilled and skilled work and with the operation of trucks and light equipment. Although allocated to a specific division (Parks, Sanitation, Streets or Traffic), this position requires cross-training in other divisions to support the activities of the Department.

Specific Duties and Responsibilities

Essential Functions:

1. Performs various standard tasks using manual and powered equipment including, but not limited to: drills, power saws, shovels, rakes, pitch forks, mowers, broom, string trimmers, wheel barrows, tampers, compressors, chippers, jackhammers, and tractors.
2. Drives and operates various vehicles, including but not limited to: dump truck, sanitation truck, recycling truck, and sweeper and receives training in the operation and care of vehicles and equipment.
3. Transports equipment, tools, and materials to and from job sites.
4. Loads and unloads materials from trucks.
5. Stocks vehicle with necessary equipment and material.
6. Cleans, organizes, and maintains facilities, tools, and equipment.
7. Observes and promotes all established safety procedures.
8. Assists in performing preventative maintenance on all equipment and facilities as appropriate.
9. Assists with the setup of work zone traffic control.
10. Assist with special events, including set up and tear down of equipment, traffic control, site clean-up.
11. Assists with the repair pavement and cleaning of storm sewers and inlets.
12. Assists with concrete work such as curb, gutter and sidewalk repair.

13. Assists with the repair of buildings and mechanical equipment.
14. Inspects roadside ditches, drainage areas, shoulders and park grounds for removal of weeds and application of herbicides and operate equipment used in the application of herbicides and insecticides.
15. Performs general landscaping work including mowing, trimming, weeding, mulching, and planting.
16. Performs general maintenance of benches, tables, guardrails.
17. Removes trash from parks, right of ways, and other public spaces.
18. Performs brush pickup, residential refuse pickup, and transports to landfill sites.
19. Identifies and sorts curbside recycling.
20. Assists with fabrication and installation of street signs.
21. Assists with the layout and installation of striping of streets and parking lots.
22. Assists in cutting traffic loops and street lighting projects.
23. Keeps and maintains all records and documentation of work performed.
24. Respond to after hours calls on nights, weekends and holidays.
25. Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.
26. Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meetings, seminars and workshops
27. Performs other duties as assigned.

Required Education and Experience

1. High School diploma or GED
2. Six months of experience in parks, sanitation, streets, or traffic or equivalent training, education or experience.

Required Knowledge, Skills and Abilities

1. Knowledge of City of Salisbury's policies and procedures.
2. Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals.
3. Safety operate vehicles, tools, equipment, and chemical products.
4. Accurately follow written and oral instructions.
5. Ability to prioritize.
6. Knowledge of proper ground maintenance and cleaning procedures.
7. Basic painting, carpentry, electrical or horticultural skills.
8. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
9. Ability to add, subtract, multiply and divide.
10. Ability to utilize a variety of manual and power equipment.

11. Ability to work independently and complete daily activities according to work schedules.
12. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions.
13. Act as a representative of City of Salisbury to the public.
14. Effectively and efficiently report and communicate information.
15. Effectively and efficiently prepare, organize and track information.
16. Ability to work with team members in a manner conducive to full performance and high morale.

Certificates, Licenses, and Registrations:

1. Valid Driver's License
2. CDL Learner's Permit and DOT Medical Card
3. CDL Class B License within 12 months of hire
4. Flagger Certification

Physical Requirements:

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

City of Salisbury, MD
Classification Description

Classification Title: Field Ops Tech II

Department: Field Operations-Parks, Sanitation, Streets and Traffic

Grade: 5

FLSA Status: NE

Date: 7/1/2021

General Statement of Job

Under the general supervision of the assigned supervisor, this intermediate-level position provides operational support to the Department of Field Operations by performing manual, semi-skilled and skilled work and with the operation of heavy trucks and equipment. Although allocated to a specific division (Parks, Sanitation, Streets or Traffic), this position requires cross-training in other divisions to support the activities of the Department.

Specific Duties and Responsibilities

Essential Functions:

1. Performs various standard tasks using manual and powered equipment including, but not limited to: drills, power saws, shovels, rakes, pitch forks, mowers, broom, string trimmers, wheel barrows, tampers, compressors, chippers, jackhammers, and tractors.
2. Drives and operates various vehicles, including but not limited to: dump truck, sanitation rear loader truck, recycling truck, street sweeper, and backhoe and receives training in the operation and care of vehicles and equipment.
3. Transports equipment, tools, and materials to and from job sites.
4. Loads and unloads materials from trucks.
5. Stocks vehicle with necessary equipment and material.
6. Cleans, organizes, and maintains facilities, tools, and equipment.
7. Observes and promotes all established safety procedures.
8. Performs general and preventative maintenance on all equipment and facilities as appropriate.
9. Assists with the setup of work zone traffic control.
10. Installs street signs and the striping of streets and parking lots. Keeps and maintains all records and documentation of work performed.
11. Fabricates and installs street signs.

12. Lays out and installs line striping on streets and in parking lots.
13. Cuts in traffic loops and assists with street lighting projects.
14. Repairs pavement and maintains asphalt surfaces.
15. Repairs and cleans storm sewers and inlets.
16. Repairs and install concrete work such as curb, gutter and sidewalks.
17. Repairs buildings and mechanical equipment.
18. Maintains roadside ditches, drainage areas, shoulders and park grounds by removing weeds and applying herbicides.
19. Performs general landscaping work including mowing, trimming, weeding, mulching, and planting.
20. Performs general maintenance of benches, tables, guardrails.
21. Removes trash from parks, right of ways, and other public spaces.
22. Performs brush pickup, residential refuse pickup, and transports to landfill sites.
23. Identifies and sorts curbside recycling.
24. Assist with special events, including set up and tear down of equipment, traffic control, site clean-up.
25. Keeps and maintains all records and documentation of work performed.
26. Respond to after-hours calls on nights, weekends and holidays.
27. Keeps supervisor informed of unusual or detrimental conditions including equipment malfunctions and process problems.
28. Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meetings, seminars and workshops
29. Performs other duties as assigned.

Required Education and Experience

1. High School diploma or GED
2. Three years of experience in parks, sanitation, streets, or traffic or equivalent training, education, or experience

Required Knowledge, Skills and Abilities

1. Knowledge of City of Salisbury's policies and procedures.
2. Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals.
3. Safely operate vehicles, tools, equipment, and chemical products.
4. Accurately follow written and oral instructions.
5. Ability to prioritize.
6. Knowledge of proper ground maintenance and cleaning procedures
7. Basic painting, carpentry, electrical or horticultural skills.
8. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

9. Ability to add, subtract, multiply and divide.
10. Ability to utilize a variety of manual and power equipment.
11. Ability to work independently and complete daily activities according to work schedules
12. Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions.
13. Act as a representative of City of Salisbury to the public.
14. Effectively and efficiently report and communicate information.
15. Effectively and efficiently prepare, organize and track information.
16. Ability to work with team members in a manner conducive to full performance and high morale.

Certificates, Licenses, and Registrations:

1. CDL Class B permit
2. Flagger Certification

Physical Requirements:

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

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